**Meeting Notes**

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| --- | --- | --- |
| **Date** |  |  |
| **Time** |  |  |
| **Location** |  |  |

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| This meeting was held under the umbrella of the 4LSAB Multi-Agency Risk Management Framework. This process has been endorsed by the partner agencies of all the Local Safeguarding Adults Boards in Hampshire, Isle of Wight, Portsmouth and Southampton and has been incorporated into each agency’s standard operating procedures. For more information, please refer to the 4LSAB Multi-Agency Risk Management Framework All information shared at this meeting is confidential and privileged and is not to be shared outside of this meeting without the permission of the chair and the agency that provided the information. |

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| **Chair** |  |
| **Note taker** |  |
| **Host organisation** |  |

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| **No.** | **Item** | **Action** | **Date**  |
|  | **Present:****Apologies:** |  |  |

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| --- | --- | --- | --- |
|  | **Current situation**  | **Action** | **Date** |
|  | Summary of any care and support offered or in place Individual agency perspectives of the concernsRisks to the individual and/or othersThe individual’s views and wishes and how they wish to be involvedThe individual’s strengths/assets (inc. family/wider social network)  |  |  |
|  | **Mental capacity**  |  |  |
|  | Consideration of the individual’s mental capacity around the areas of unmanaged risk |  |  |
|  | **Assessment of risk** |  |  |
|  | Collaborative and holistic assessment of presenting risks |  |  |
|  | **Discussion** |  |  |
|  | Legal powers and remedies in use or potentially availableRationale for or for not using theseLead coordinating professional for the processIndividual agency leadsInformation sharing arrangements Contingency and escalation planAny areas of unresolved disagreement |  |  |
|  | **Shared risk management plan**  |  |  |
|  | Risk management planConfirm who will share the plan with the individual How the individual will be involved and kept up to dateMonitoring and review arrangements |  |  |

***Please note this is not a verbatim record of the meeting, but a summary of information presented and discussed. Amendments will, therefore, only be circulated where the information recorded is factually incorrect, or where the meaning of what was actually said is substantially altered by the way it is recorded.***